

**ROWAN COUNTY  
HUMAN RESOURCES**

**JOB DESCRIPTION**

**Job Title** : Sign & Marking Technician  
**Department**: Facilities Management  
**Revised** : October 2013

**Class** : Skilled Craft  
**FLSA** : Non-exempt

*This job description supersedes any prior description for the Sign & Marking Technician classification.*

**GENERAL DESCRIPTION**

Skilled work in the making and installing of road signs in the County. Assignments are of a general nature in the form of work orders primarily received from the Planning and Development Department. Work in this class is usually performed without close supervision. Supervision is received from a Maintenance Supervisor who reviews work through periodic conferences.

**ESSENTIAL JOB FUNCTIONS** (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Receives work orders for road signs from the Planning and Development Department and house number sign requests from Senior Services and communicates with their staff concerning the orders received.

Designs road signs using a personal computer program.

Makes and repairs road signs which involves removing road signs off cutter/plotter, picking out lettering, rolling VIP film onto blanks and trimming, operating a roller press and drilling holes in signs and riveting them together.

Separates signs into geographical areas, travels to the location where the sign is to be installed, rivets the sign to the post, digs the hole using an auger, and sets the post with concrete.

Records sign installation into computer files once completed and notifies the Planning and Development Department of completed work orders.

Orders and maintains road sign supplies including materials, tools, and equipment.

Stripes parking lots on County-owned properties using a striper machine.

Assists the public with questions and requests.

**OTHER JOB FUNCTIONS**

Performs related duties as required.

*Management reserves the right to add or amend duties at any time.*

**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of and skill in the use of tools and equipment used in the making and installing of road signs including a cutter/plotter, roller press, drill, and auger.

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Ability to type with accuracy and use a personal computer in creating and designing road signs.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and the general public.

### **PHYSICAL REQUIREMENTS**

Work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemical, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work includes operation of a motor vehicle.

### **EXPOSURE CONTROL**

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

### **MINIMUM EXPERIENCE AND TRAINING**

Graduation from high school, preferably supplemented by relevant technical or graphic design courses, and two years of maintenance or related experience. A valid driver's license is required.

**This job description does not create an employment contract,  
implied or otherwise.**